

# Guidelines for Developing Formal Requests for Cross-Training

The following items have been suggested as potential elements of a formal request for technical assistance. Requests should be succinct and should not exceed 5 pages, including a cover letter. Each formal request should contain:

**# A brief overview of the reason for the request, including:**

- S A summary of HIV/AIDS, STD, TB, and viral hepatitis prevalence data
- S A summary of health trends among key at-risk populations
- S A review of prevalence and emerging trends in drug use.

**# A review of current treatment and training resources and needs addressing:**

- S The extent of cooperation and coordination between key systems, including addictions treatment, public health, mental health, and criminal justice
- S The level of investment among these systems for strengthening or developing Qualified Service Organization Agreements (QSOAs) or Memorandums of Understanding (MOUs) to increase client access to care
- S A review of key stakeholders and activities for gathering support for collaborative training.

**# A discussion addressing how the technical assistance will help initiate a capacity-building process in the state, including:**

- S The availability of in-kind contributions to be made available by each key system to support and build on the technical assistance effort
- S A training plan outlining how each key system will benefit from the initial technical assistance, and how the training process will continue following the initial technical assistance intervention.

**# Sign-off (or informed consent) from key system administrators, including:**

- S Director of the Single State Agency receiving CSAT block-grant funding
- S State and/or City Public Health Officer or designees (including HIV/AIDS, STD, TB, and hepatitis Project Directors and Program Managers)
- S Ryan White Title I, II, III, and IV administrators
- S Directors of the AIDS Education Training Center and Addictions Technology Transfer Center serving the area from which the request is generated.